

STATE OF HAWAII
Accounting Manual

Volume III

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SECTION 871: AGENT NAME AND ADDRESS LIST

Purpose:

This report (Report No. PRS501) provides a list of agents that are authorized by the State as assignees for various types of payroll deductions.

Frequency:

This report will be generated quarterly and upon request by Central Payroll, DAGS.

Distribution:

Copy #1 - To the departments.

Copy #2 - To Central Payroll, DAGS.

Organization of Report:

One report will be printed in agent code sequence and another report will be printed in agent name sequence.

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SECTION 871: AGENT NAME AND ADDRESS LIST

ITEM NO.	DATA	DATA DESCRIPTION
①	CODE	The five character agent code. The first two characters are alpha and they indicate the type of assignment. The last three characters are numeric and are assigned in sequential order.
②	AGENT IDENTIFICATION	The name and address of the agent.
③	DATE ESTABLISHED	The date the State authorized and established the agent on the Agent Validation Table File of the payroll system. No dates will be reflected if the agent was established on the file prior to March, 1970.
④	TOTAL NUMBER OF AGENTS	The total number of agents that are established on the Agent Validation Table File.

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EXHIBIT A: SAMPLE REPORT KEYED TO EXPLANATION OF REPORT NO. PRS501

STATE OF HAWAII		
AGENT NAME AND ADDRESS LIST		
① CODE	② AGENT IDENTIFICATION	③ DATE ESTABLISHED
UF001	HAWAII COMMUNITY CHEST P O BOX 745 HILEO HAWAII 96720	- -
UF002	ALPHA UNITED FUND HONOLULU P O BOX 1096 HONOLULU HAWAII 96808	- -
UF004	KAUAI UNITED FUND P O BOX 1087 LIHUE HAWAII 96766	- -
UF005	MAUI UNITED FUND P O BOX 1086 WAILUKU HAWAII 96793	- -
UF006	MOLOKAI COMMUNITY CHEST KAUNAKAKAI HI 96748	- -
UH241	UNIVERSITY OF HAWAII FOUNDATION HONOLULU HAWAII	- -
④	TOTAL NUMBER OF AGENTS --	668

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